

**APPLICATION FOR AN ADDITIONAL ENDORSEMENT
TO A MICHIGAN TEACHING CERTIFICATE**

NOTE: This form is to be used **ONLY** if the applicant has completed an additional endorsement program at an approved **OUT-OF-STATE** college or university. **DO NOT** use this form if requirements for the additional endorsement were completed at a Michigan college or university. Candidates who completed the additional endorsement requirements at a Michigan college/university must apply directly to that Michigan college/university to be recommended for the additional endorsement.

GENERAL INFORMATION:

- Complete the application form on the reverse side.
- Upon receipt of your application, you will be billed \$50.00. **The fee is for the application evaluation process and is non-refundable. DO NOT SEND PAYMENT WITH THE APPLICATION FORM.**
- Your credentials will be evaluated after your completed application form and application evaluation fee is received.
- The Office of Professional Preparation Services cannot provide advice on eligibility for the additional endorsement until an application is submitted and the application evaluation process is completed. Applicants will be informed in writing if they do not meet requirements for the additional endorsement.
- Candidates for an additional endorsement(s) are required to pass the appropriate Michigan state content area test(s). If you meet requirements for the additional endorsement and have not already passed the appropriate Michigan state content area test(s), you will be mailed an evaluation letter that will inform you of which content area test(s) you will be required to pass. Also, at that time, you will be mailed the Michigan Test for Teacher Certification Registration Bulletin.
- **Mail the completed application form, along with the required documentation, to the address indicated above.**

ENDORSEMENT AREAS AVAILABLE IN THE STATE OF MICHIGAN**AX COMMUNICATION ARTS****BX LANGUAGE ARTS**

BA English
BC Journalism
BD Speech
BR Reading Specialist
BT Reading

RX SOCIAL STUDIES

CA Economics
CB Geography
CC History
CD Political Science

SOCIAL SCIENCES

CE Psychology
CF Sociology
CH Anthropology
CL Cultural Studies
CM Behavioral Studies

DX SCIENCE**DI INTEGRATED SCIENCE**

DA Biology
DC Chemistry
DE Physics
DH Earth/Space Science
DP Physical Science

EX MATHEMATICS**WORLD LANGUAGE**

FA French
FB German
FC Greek
FD Latin
FE Russian
FF Spanish
FG Other
FH Italian

FI Polish
FJ Hebrew
FL Japanese Language and Culture
FR Chinese Language and Culture

BILINGUAL EDUCATION

YA Bilingual French
YB Bilingual German
YC Bilingual Greek
YE Bilingual Russian
YF Bilingual Spanish
YH Bilingual Italian
YI Bilingual Polish
YJ Bilingual Hebrew
YK Bilingual Arabic
YL Bilingual Other
YM Bilingual Vietnamese
YN Bilingual Korean
YO Bilingual Servo-Croatian/Bosnian
YP Bilingual Chaldean
YR Bilingual Chinese
YS Bilingual Filipino
YT Bilingual Japanese

BUSINESS EDUCATION

GQ Business, Management, Marketing, and Technology
GM Marketing Education

HX AGRISCIENCE AND NATURAL RESOURCES**IX INDUSTRIAL TECHNOLOGY****JX MUSIC EDUCATION
JQ MUSIC EDUCATION****KH FAMILY AND CONSUMER SCIENCES****LX ART EDUCATION
LQ VISUAL ARTS
EDUCATION
LZ VISUAL ARTS
EDUCATION
SPECIALIST****HEALTH, PHYSICAL
EDUCATION,
RECREATION, AND DANCE**

MA Health
MB Physical Education
MD Recreation
MH Dance

MISCELLANEOUS

NB National Board Certification
ND Library Media
NJ Environmental Studies
NP Educational Technology
NR Computer Science
NS English as a Second Language
NT Guidance and Counseling

OX FINE ARTS**PX HUMANITIES**

PR Academic Study of Religions
PS Philosophy

SPECIAL EDUCATION

SA Cognitive Impairment
SB Speech and Language Impairment

SC Physical or Other Health Impairment
SE Emotional Impairment
SK Visual Impairment
SL Hearing Impairment
SM Learning Disabilities
SP Physical Education for Students with Disabilities
SV Autism

TX TECHNOLOGY AND DESIGN**ZA EARLY CHILDHOOD EDUCATION****ZL MIDDLE LEVEL****ZG GENERAL EL K-5****CAREER AND TECHNICAL EDUCATION**

VA Vocational Agriscience and Natural Resources
VB Vocational Business Services
VC Vocational Child Care
VE Vocational Cosmetology
VF Vocational Law Enforcement/Fire Science
VG Vocational Teacher Cadet
VH Vocational Family and Consumer Sciences
VM Vocational Marketing Education
VS Vocational Health Sciences
VT Vocational Technical
VZ Vocational Hospitality

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INSTRUCTIONS:

- Complete all sections of the application form. ***PLEASE PRINT OR TYPE.***
- Enclose OFFICIAL transcripts from the out-of-state institution(s) where the endorsement program was completed.
- If your name has changed since your certificate was issued, enclose a photocopy of your marriage license, divorce decree, or name change decree.
- If you are certified to teach in another state in the subject area for which you are requesting the additional endorsement, enclose a copy of your out-of-state teaching certificate.
- If you have already passed the appropriate Michigan state content area test(s), enclose a copy of your test scores.

APPLICANT INFORMATION:

| | | | | | |
|--|---------------|-------|-----|------|---|
| SOCIAL SECURITY NUMBER | DATE OF BIRTH | MONTH | DAY | YEAR | GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE |
| NAME Last First Middle Maiden | | | | | TELEPHONE NUMBER () |
| ADDRESS Street City State Zip Code | | | | | |

CERTIFICATE INFORMATION:

| | |
|--|-------------|
| TYPE OF MICHIGAN TEACHING CERTIFICATE HELD | DATE ISSUED |
| NAME WHICH APPEARS ON CERTIFICATE Last First Middle Maiden | |
| HAS YOUR NAME CHANGED SINCE YOUR CERTIFICATE WAS ISSUED? <input type="checkbox"/> YES <input type="checkbox"/> NO (If the answer is yes, please enclose proof of your name change.) | |

ADDITIONAL ENDORSEMENT INFORMATION:

| | | |
|--|------------------------------|--|
| ADDITIONAL ENDORSEMENT(S) REQUESTED (See list of endorsement areas on the reverse side) | GRADE LEVE OF ENDORSEMENT(S) | OUT-OF-STATE COLLEGE/UNIVERSITY AT WHICH ENDORSEMENT PROGRAM WAS COMPLETED |
| ARE YOU CERTIFIED TO TEACH IN THIS ENDORSEMENT AREA IN ANOTHER STATE? (If the answer is yes, please enclose a copy of your out-of-state teaching certificate.) <input type="checkbox"/> YES <input type="checkbox"/> NO | | |

CONVICTION/REVOCATION INFORMATION: (IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING QUESTIONS, PLEASE PROVIDE A DETAILED DESCRIPTION OF THE CIRCUMSTANCES SURROUNDING THE CONVICTION OR ACTION AND ATTACH COPIES OF COURT DOCUMENTS, IF APPLICABLE.)

| | | |
|---|------------------------------|-----------------------------|
| Have you ever been convicted of (or pleaded no contest to) a misdemeanor or felony? (Check One) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Have you had a teaching/school counselor/school psychologist certificate suspended or revoked? (Check One) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Is there currently action pending against your teaching/school counselor/school psychologist certificate? (Check One) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Have you ever surrendered a teaching/school counselor/school psychologist certificate? (Check One) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

APPLICANT'S SIGNATURE _____ **DATE** _____

-DO NOT WRITE BELOW THIS LINE-

Institution _____ **Degree** _____ **Fee Paid \$** _____

Endorsement Area(s) _____ **Test(s) Passed** _____

Approved By _____ **Date** _____